

Minutes of the Finance Committee

Wednesday, April 20, 2005

Chair Haukohl called the meeting to order at 8:46 a.m.

Present: Supervisors Pat Haukohl (Chair), Bonnie Morris, Genia Bruce, and Don Broesch. Jim Behrend arrived at 8:51 a.m. and left at 11:32 a.m. Ken Herro arrived at 9:58 a.m. **Absent:** Joe Marchese.

Also Present: Legislative Policy Advisor Mark Mader, Inspector Bob Johannik, Jail Administrator Mike Giese, Deputy Inspector Steve Marks, Clinical Services Manager Mike DeMares, Public Works Director Rich Bolte, Engineering Services Manager Gary Evans, Senior Civil Engineer Ed Hinrichs, Information Systems Manager Mike Biagioli, Administration Director Norm Cummings, Risk Management Administrator Laura Stauffer, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, and Senior Financial Analyst Andy Thelke.

Approve Minutes of 4-6-05 and 4-12-05

MOTION: Broesch moved, second by Morris to approve the minutes of April 6th. Motion carried 4-0.

MOTION: Bruce moved, second by Broesch to approve the minutes of April 12th. Motion carried 4-0.

Chair's Executive Committee Report of 4-18-05

Haukohl advised of the following items discussed at the last Executive Committee meeting.

- State legislators Scott Jensen and Mary Lazich and County Executive Dan Finley discussed the proposal to convert two-year University of Wisconsin campuses into four-year campuses which would include UW-Waukesha. Some supervisors had concerns and it was noted that a state appointed task force will study the issue. Chair Jim Dwyer did indicate that we are committed to the capital improvements at UW-Waukesha as previously approved and budgeted.

Behrend arrived at 8:51 a.m.

- Health & Human Services Director Peter Schuler and his staff, as well as Director of Administration Norm Cummings, discussed state mandates with Lazich and Jensen and how TABOR or a tax freeze, if approved, would be detrimental to services. Clerk of Courts Business Manager Bob Snow discussed court costs and mandates and explained that counties should be able to retain more of the revenues currently collected by counties and then handed over to the state.

Schedule Next Meeting Dates

May 4th

Ordinance 160-O-006: Amend 2005 Sheriff's Department Budget Expenditure of Seized Funds April 2005

Johannik, Giese, and Marks discussed this item as outlined in the ordinance which involves using federal seized asset funds of \$82,004 from 2004 and 2005 funds that have been received and reserved in the General Fund. The funds will be used to purchase inmate stun belts (\$2,000), squad car light bars (\$22,000), Taser units and training (\$10,000), an infra red spotlight (\$1,000), a Huber camera (\$8,500), a Huber camera monitor station (\$5,550), image stabilized binoculars (\$2,400), and crime stoppers promotion (\$10,000). After expenditures for the above, 2004 and 2005 seized funds available and unappropriated will total \$114,078. Broesch had questions about how seized funds are collected, spent, and disbursed. Haukohl suggested this be added to the future agenda items list.

MOTION: Behrend moved, second by Bruce to approve ordinance 160-O-006. Motion carried 5-0.

Ordinance 160-O-007: Authorize the Department of Health & Human Services to Accept State Funding for the Purpose of Providing Services to Individuals with Serious Mental Illness Who are Homeless

DeMares said grant dollars totaling \$23,000 have been awarded to the County by the Federal Bureau of Mental Health and Substance Abuse Services. These funds will be used to purchase a part-time contractual caseworker manager to work in the jail with those inmates that are either homeless or at risk of being homeless upon release from the jail. DeMares said while it's not guaranteed, it's likely the department will receive another \$23,000 to continue the program next year. If not, Health & Human Services Director Peter Schuler will pursue additional dollars in the criminal justice fund.

MOTION: Broesch moved, second by Bruce to approve ordinance 160-O-007. Motion carried 5-0.

Contract Procurement Process for CTH X (Genesee Road), STH 59 to Harris Highland Drive – Roadway Design Services

Evans advised the contract was awarded to Kapur & Associates, Inc., the highest rated proposer, for a total contract cost of \$652,750. The budgeted amount was \$998,000. A total of ten vendors submitted RFP's for consideration.

MOTION: Behrend moved, second by Morris to approve the contract procurement process for CTH X (Genesee Road), STH 59 to Harris Highland Drive – roadway design services. Motion carried 5-0.

Discuss Cost / Benefit of Two-Lane County Roads Versus Four-Lane County Roads

Bolte said two-lane highways are only widened when traffic levels and safety concerns justify the need. Highways are not proposed for widening unless they are included in the Southeastern Wisconsin Regional Planning Commission's Regional Plan. He said a two-lane highway can remain that way for a very long time if there are no driveways and no side streets. Bolte went on to explain traffic congestion problems on two-lane highways that have driveways and side streets and often this is when safety issues must be considered. Evans advised that local studies have shown big reductions in accident rates after a two-lane highway has been widened to four lanes. Mader noted there are costs to consider with widening roads including purchasing right of ways and increased ongoing maintenance costs. Other aspects are improved drive times but perhaps

diminished home values for those adjacent to expanded highways. Bolte said those are all aspects although traffic accidents and loss of lives are top considerations. Behrend commented on other costs associated with widening roads including drainage, retention ponds, curbs, etc.

Herro arrived at 9:58 a.m.

Announcements

Haukohl announced that the Land Use Committee, at yesterday's meeting, defeated the Aurora proposal by a 2-5 vote.

Review Correspondence

Haukohl referred to information distributed at the April 18th Executive Committee pertaining to state budget impacts/concerns and she said copies would be made for the Finance Committee.

Meeting Approvals

MOTION: Herro moved, second by Broesch to approve attendance for any committee members who attended the April 19th Land Use Committee meeting. Motion carried 5-0.

Legislative Update

Copies of Legislative Policy Advisor Dave Krahn's chart entitled "2005 State Legislation" dated 4-20-05 were distributed. Haukohl said Krahn was in Madison today and he would be scheduled for a future meeting to discuss these issues.

Review Information Systems Division Flow Chart of Systems

Biagioli said in 2001, the County had 10 Microsoft servers, 13 Novell servers, 11 UNIX servers, 0 SAN servers, 750K gig of server storage, 4 WAN connections, 1 mile of fiber optic cable, 1,000 PC users, 1 static information web page, and 34 FTE positions. Currently, there are 82 Microsoft servers, 12 Novell servers, 15 UNIX servers, 2 SAN servers, 14 terabytes of storage (1,000 gigs = 1 terabyte), 44 WAN connections, 11 miles of fiber optic cable, 1,200 PC users, over 1,500 web pages, and 34 FTE positions.

The Information Systems Division has four service areas which Biagioli explained as outlined in his handout: Systems Technology, End User Support, Web Services, and Applications Development "Program Office." Delivering a cohesive service to all users of Waukesha County technology is a goal the division is always driving toward. The division is a service provider for the entire County government, providing information technology, technical infrastructure, system support, data administration, and business system support for those automated functions implemented at Waukesha County.

Biagioli went on to review the state and/or county systems and the number of county-owned laptop and desktop PC's in each department. **Health & Human Services** (460 desktops and 33 laptops): PeopleLink, WiSACWis, Avatar PM, WIR, and SAMS. **Courts** (10 desktops and 2 laptops): CCAP, and JIS data warehouse. **Communications Center** (66 desktops): Spillman CAD, WAN for participating agencies, and Mobile Data Computing. **District Attorney** (2 desktops and 2 laptops): DA/LAN (Local Area Network), Protect, and JIS Data Warehouse. **Register of Deeds** (54 desktops): Tax listing, cashiering, imaging, CAMA, and land records. **Parks & Land Use** (107 desktops and 11 laptops): GIS, septic inspection, Expo Center

management, Parks CLASS System, golf course reservation system, land use planning, and web-imaging of applications. **Treasurer** (14 desktops): Tax records, cashiering, tax payment, e-payments, and tax records data warehouse. **Administration** (171 desktops and 14 laptops): Oracle Government Financials, Ceridian, employee benefits, budget, financials data warehouse, Purchasing' vendor web, and CUBS. **Sheriff** (185 desktops and 12 laptops): Spillman RMS, Spillman Jail, JIS Data Warehouse, and Live Link. **Public Works** (42 desktops and 2 laptops): Fleet Management, building security, Fleet utilization, and CMMS. **Corporation Counsel** (51 desktops): KIDS, CARES, Needles, law enforcement, and testing site. **Federated Library, UW-Extension and Veterans' Services** (18 desktops and 36 laptops): System interfaces, web content support, and they house their own equipment. **County Executive and Emergency Management** (8 desktops and 1 laptop): News and events web, and county links. **County Board and County Clerk** (20 desktops and 3 laptops): Elections, and agendas and minutes.

Tax Incremental Financing Update

Cummings, a member of the TIF review board, reviewed the types of TID's (Tax Incremental Districts) which include blighted or in need of rehabilitation, industrial purpose, conservation and remediation, and multi-use (new in 2004) as outlined in his outline for today's discussion. He also distributed "Top Ten Tax Increment Financing (TIF) Questions," and "Tax Incremental District (TID) Criteria Matrix" from the State Department of Revenue for informational purposes.

He went on to discuss, in detail, 2004 TIF law changes which include increase in property value limits, changes on joint review boards, mixed-use TID's, maximum life of TID's changed, new TID amendment requirements, expenditure period increased, donating tax increments from one TID to another, residential development criteria modified, and TIF extended to towns under separate rules. Cummings was particularly concerned with being able to donate tax increments from one TID to another. He said TID's that should be closed should not funnel money into another.

Cummings gave an update on two TID's currently in Waukesha County: Elm Grove and Brookfield. Fortunately, a high-risk Menomonee Falls TID was recently withdrawn.

Behrend left the meeting at 11:32 a.m.

Review Year-End Liability and Worker's Compensation Claims Payable Reserve

Stauffer discussed this issue as outlined in her handout entitled "Risk Management's Determination of 2004 Liability & Worker's Compensation Claims Payable Reserve." Stauffer said liability and worker's compensation reserves are accounted for in the same fund on a combined basis. Risk Management's objective is to provide for a reserve confidence level between 75% and 95% as a reflection of the County's risk tolerance. An additional \$627,147 in reserves will be booked resulting in a year-end reserve balance of \$2,015,545. This reserve is estimated to a 95% confidence level.

MOTION: Herro moved, second by Morris to approve the 2004 year-end reserve for an estimated 95% confidence level. Motion carried 5-0.

Year-End Report on Special Revenue Funds

Swartz and Witkowski reviewed the Special Revenue Funds budget status report as outlined. Preliminary, unaudited year-end combined special revenue funds results showed expenditures, including purchase order and carryover obligations, were at \$100.4 million with a remaining balance of \$1.4 million or 1.3% below the modified expenditure budget of \$101.8 million. Combined year-end revenues after including allowances for fund balance appropriations budgeted to fund open purchase orders and approved carryovers were at \$78.7 million or \$382,300 which was less than 1% below the 2004 modified budget. Staff went on to discuss favorable and unfavorable budget variances for each fund.

Future Agenda Items

- Discuss Proposal to Convert Two-Year University of Wisconsin Campuses to Four-Year Campuses (Haukohl)
- Review How Sheriff's Department Seized Funds are Collected, Spent, and Disbursed (Broesch)

MOTION: Herro moved, second by Broesch to adjourn at 12:06 p.m. Motion carried 5-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary